

**645—61.18(157) Attendance requirements.** A school of cosmetology arts and sciences shall have a written, published attendance policy.

**61.18(1)** When determining student hours, a school may define its attendance requirements to include 100 percent attendance for the course length or may allow excused absences for not more than 10 percent of the course length for satisfactory completion.

- a.* Student attendance policies shall be applied uniformly and fairly.
- b.* Appropriate credit shall be given for all hours earned.
- c.* All retake tests, projects to be redone and makeup work shall be completed without benefit of additional hours earned, and it shall be at the school's discretion to schedule the time.
- d.* Hours or credit shall not be added to the accumulative student record as an award, or deducted from the accumulative student record as a penalty.

**61.18(2)** The school must maintain each student's attendance records for two years to verify that the minimum attendance standard set by the school is being met.